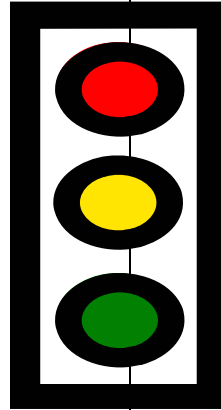


CREC FY 2006 Operational Plan

Quarterly Progress Update



Schedule Status

- G** On target or ahead of schedule
- Y** Progress made but have not met target
- R** Significantly behind schedule

Budget Status

- G** Spending as planned
- Y** A little under or over budget but do not anticipate needing additional funds or leaving money unspent
- R** Way under or over budget and anticipate needing additional funding or leaving money unspent

CREC FY 2006 Operational Plan Quarterly Progress Update

Activity: EEO Counseling, Mediation and Compliance

Owner: Myra Young

Goal to be achieved at the end of FY 2006: Develop and implement programs, strategies, and initiatives designed to close, settle or mediate active complaints and prevent new complaints.

Quarterly Goals <i>(specific things to be achieved to reach the end goal for FY 2006)</i>		Actions/Output	Schedule Status	Budget status
Q1	<p>Prepare and issue an information brochure on the 3 avenues of redress to all APHIS employees.</p> <p>1st Quarter Audit of EEOC 462 Report using iComplaints data.</p> <p>Analyze EEO Counseling data and identify trends in issues and bases.</p>	<p>Brochure describing ADR, CPR and Grievance processes completed. 8, 000 copies distributed to employees.</p> <p>10 ROIs received, and 12 EEO Complaints assigned for investigation.</p> <p>Complaint data analyzed monthly.</p>	G	G
Q2	<p>Contract development of an EEO module for the new Performance System that will help managers eliminate actions that cause complaints based on performance.</p> <p>2nd Quarter Audit of EEOC 462 Report using iComplaints data.</p>	<p>Purchase order for the contractor was approved for the amount of \$5,000.</p> <p>462-report showed no errors in the iComplaints System.</p>	G	G
Q3	<p>Develop procedures and begin utilizing the "Facilitation" and "Settlement Conference" types of Mediation.</p> <p>Increase the use of the ADR at the informal stage.</p> <p>3rd Quarter Audit of EEOC 462 Report using iComplaints data.</p>	<p>Guidelines have been developed and approved to include alternative methods of ADR, including Video conferencing and telephone/settlement conferences. These expanded methods of ADR have been offered to all complainants this quarter.</p> <p>3 Mediation Sessions held 53 Counseling Sessions held</p> <p>Quarterly audit/reconciliation of the EEOC 462 report completed. All discrepancies were corrected.</p>	G	G
Q4	<p>Analyze end of year data to determine progress in reducing complaints.</p> <p>4th Quarter Audit and Preparation of Annual EEOC 462 Report using iComplaints data.</p>			

CREC FY 2006 Operational Plan Quarterly Progress Update

Activity: EEOC/USDA Compliance

Owner : Njeri Mwalimu

Goal to be achieved at the end of FY 2006: To develop, implement and maintain programs of equal employment opportunity that are in compliance with Federal and Agency regulations.

Quarterly Goals <i>(specific things to be achieved to reach the end goal for FY 2006)</i>		Actions/Output	Schedule status	Budget status
Q1	Develop written guidelines for completing the 2006 EEO Status Report; Complete eVersity database management training; Review/analyze each program areas status report; Provide technical assistance (at least two briefings per year);	300 copies of the guidelines distributed to APHIS managers. Training Completed <i>(6 staff members)</i> . 272 program area reports reviewed. Ongoing technical assistance provided agency-wide.	G	G
Q2	Present the AMT with the <i>"Status of the Agency"</i> ; Develop and submit the Agency's annual EEO Status Report; Develop the EEO Status Report for each program area; Convene EEO Civil Rights Advisory Committee meeting; Prepare and distribute mid-year statistical analyses/progress reports.	AMT briefing completed in January 2006. Final report completed and submitted to OCR and EEOC. 21 EEO Program Status Reports completed and distributed to APHIS program managers. Established an EEOCR/AC Work Group– The Annual EEOCR/AC Conference to be held June 2006.	G	G
Q3	Issue the annual Civil Rights Policy Statement	8,316 copies of the Annual Civil Rights Policy Statement distributed. 8,316 copies of the Anti-Harassment Policy Statement distributed.	G	G

CREC FY 2006 Operational Plan Quarterly Progress Update

	Provide technical assistance to program managers, supervisors, and Civil Rights Advisory Committee members.	13 EEO Program area status reports reviewed. On-going technical assistance provided to managers, supervisors, and employees.	G	G
Q4	Prepare the Administrator's Civil Rights Performance Report; Develop and distribute the annual FEORP Report. Develop and submit the annual DVAAP Report.			

CREC FY 2006 Operational Plan Quarterly Progress Update

Activity: Title VII Complaints Processing, Investigations and Compliance

Owner: Anna Grayson

Goal to be achieved at the end of FY 2006: To process formal EEO discrimination complaints in an equitable and timely manner for APHIS employees and applicants in accordance with established EEOC guidelines and regulations.

Quarterly Goals <i>(specific things to be achieved to reach the end goal for FY 2006)</i>		Actions/Output	Schedule status	Budget Status
Q1	1 st Quarter Report of NO FEAR data for APHIS and USDA Web; Develop Case Analyses for all formal complaints; <i>1st Quarter EEO Investigations Report.</i> Audit EEOC 462 Report data in iComplaints System – Correct discrepancies; Provide technical assistance. <i>(internal/external)</i> ;	NO FEAR data posted; Annual Complaints Report submitted to OCR and EEOC. 10 ROIs received, and 12 EEO Complaints assigned for investigation. Ongoing technical assistance provided.	G	G
Q2	2 nd Quarter Report of NO FEAR data for APHIS and USDA Web; Develop Case Analyses for all formal complaints; Audit EEOC 462 Report data in iComplaints System – Correct discrepancies Prepare mid year complaints report and distribute to APHIS Management Officials; 2 nd Quarter EEO Investigations Report; Provide technical assistance <i>(internal/external)</i> ;	NO FEAR data posted; Analysis conducted on 16 current EEO cases; 7 ROIs received and 7 EEO complaints assigned for investigation. Monthly audits/reconciliation of iComplaints data. Mid-year EEO complaint status report distributed to 12 APHIS Management Officials. Ongoing technical assistance provided to APHIS Managers, Supervisors and employees.	G	G

CREC FY 2006 Operational Plan Quarterly Progress Update

Q3	<p>3rd Quarter Report of NO FEAR data for APHIS and USDA Web;</p> <p>Develop Case Analyses for all formal complaints;</p> <p>3rd Quarter EEO Investigations Report;</p> <p>Audit EEOC 462 Report data in iComplaints System – Correct discrepancies</p> <p>Provide technical assistance (<i>internal/external</i>);</p>	<p>No FEAR data posted quarterly</p> <p>Analysis conducted on 8 current EEO cases</p> <p>8 ROIs received and 10 EEO complaints assigned for investigation.</p> <p>1 formal EEO complaint filed</p> <p>12 EEO Cases closed</p> <p>Telephonic settlement negotiations were convened with 3 complainants resulting in the resolution of 1 case.</p> <p>Monthly audits/reconciliation of iComplaints data and participation in all iComplaints End User Forum meetings convened by the Civil Rights Office.</p> <p>Ongoing technical assistance provided to APHIS Managers, Supervisors and employees.</p>	G	G
Q4	<p>4th Quarter Report of NO FEAR data for APHIS and USDA Web;</p> <p>Provide technical assistance;</p> <p>Develop Case Analyses for all formal complaints;</p> <p>Prepare end of year complaints report</p> <p>4th Quarter – Prepare EOY Report of Complaint Activity</p> <p>Prepare Annual 462 Report using iComplaints System – Submit to CR and EEOC</p>			

CREC FY 2006 Operational Plan Quarterly Progress Update

Program/Initiative: Special Initiatives and Compliance

Owner (name): Ken Johnson

Goal to be achieved at the end of FY 2006: Conduct outreach initiatives to diversify the Agency's workforce and provide the agricultural community greater access to Agency programs and services.

Quarterly Goals <i>(specific things to be achieved to reach the end goal for FY 2006)</i>		Actions/Output	Schedule status	Budget Status
Q1	<p>Provide financial and technical resources to support development of a Animal Health curriculum at Florida A&M (FAMU).</p> <p>Conduct a FAMU site visit to review progress on the implementation of the Animal Health Program.</p>	<p>A FY 2006 cooperative agreement was established and funded.</p> <p>2-day site visit conducted on December 7 and December 8.</p>	G	G
Q2	<p>Conduct a briefing with APHIS Deputy Administrators on the 1890 Scholars, WINS and Public Scholars Program.</p> <p>Convene a meeting of the APHIS Advisory Committee on Minority Serving Institutions to recruit at least 2 new 1890 Scholars and 1 Public Service Scholar.</p>	<p>Individual briefings held with each Deputy Administrator resulting in expressed interest in employing 5 <i>(five)</i> 1890 Scholars and 2 <i>(two)</i> Public Service Scholars. Currently, actions are underway to provide programs with applications to make selections.</p>	G	G
Q3	<p>Prepare a report of APHIS FY-06 outreach activities with 1890, HBCU, Hispanic and Native American institutions.</p>	<p>The Annual White House Report was submitted in April. The FY 2006 report to be completed in April 2007.</p> <p>3 1890 Scholars Selected.</p>	G	G
Q4	<p>Prepare a work plan and budget for 2007 Outreach Activities.</p>			

CREC FY 2006 Operational Plan Quarterly Progress Update

Activity: Program Delivery, Outreach and Compliance

Owner: Steve Shelor

Goal to be achieved at the end of FY 2006: To ensure full compliance with all Federal civil rights laws and regulations governing the delivery of APHIS programs and activities to the public.

Quarterly Goals <i>(specific things to be achieved to reach the end goal for FY 2006)</i>		Actions/Output	Schedule status	Budget Status
Q1	<p>Conduct on-site compliance reviews <i>(at least 2 per year)</i>; Conduct desk reviews <i>(at least 8 in FY 2006)</i>;</p> <p><i>Civil Rights Impact Analysis; (as requested)</i>;</p> <p><i>Coordinate AgDiscovery Programs (at least 4 in FY 2006)</i></p> <p>Number of Program Delivery Complaints Filed.</p>	<p>Completed 8 CR Impact Analyses: - CFR Regulations – 4 - Position Relocation -1 - Office Relocation – 1 - Support Services Consolidation – 1 - New 4 Level Appraisal System – 1 Completed preliminary planning for</p> <p>AgDiscovery programs at: UMD (identified dates of July 10-21); PPQ @ NC State; VS/AC/LPA @ Alcorn and Florida A&M, and MANRRS publications.</p> <p>Reviewed 2 Program Complaints.</p>	G	G
Q2	<p>Develop and submit mid year compliance review report;</p> <p><i>Coordinate AgDiscovery Programs (at least 4 in FY 2006)</i></p> <p>Conduct on-site compliance reviews; Conduct desk reviews;</p>	<p>Completed mid-year status report on compliance reviews/activities.</p> <p>Scheduled 4 AgDiscovery programs <i>(NC State, Alcorn, and Florida A&M, and University of MD)</i>.</p> <p>Completed survey of 165 EEO Advisory Committee members-rec'd 45% response rate. Preparing report for EEOAC chairs meeting in June. Completed data research on Monitoring/Reporting of EEO Data.</p>	G	G

CREC FY 2006 Operational Plan Quarterly Progress Update

	<p><i>Civil Rights Impact Analysis; (as requested);</i></p> <p>Number of Program Delivery Complaints Filed.</p>	<p>Completed review of OPM Climate Survey for Awards (<i>Desk Review</i>)</p> <p>Completed 13 CR Impact Analyses: -CFR Regulations – 4 -Directives/Handbooks – 9</p> <p>Reviewed 1 Program Complaint Completed 1 Agency Position Statement</p> <p>Issued Program Discrimination Complaint processing guidelines to managers and supervisors (300)</p>	G	G
Q3	<p><i>Civil Rights Impact Analysis; (as requested);</i></p> <p>Conduct on-site compliance reviews; <i>Conduct desk reviews;</i></p> <p>Number of Program Delivery Complaints Filed.</p>	<p>Completed 5 CR Impact Analyses CFR Regulations – 2 Administrative Notices - 3</p> <p>Completed compliance review on APHIS EEO Advisory Committees (EEOAC); presented findings during the June 13-14, 2006, conference.</p> <p>Reviewed 2 program complaints and completed 3 Agency Position Statements.</p> <p>Completed AgDiscovery programs at Alcorn, North Carolina State and Florida A&M; total of 47 students participated in the 3 programs.</p>	G	G
Q4	<p>Develop and submit end of year compliance review report; Conduct on-site compliance reviews; <i>Conduct desk reviews (at least 8 in FY 2006);</i> <i>Civil Rights Impact Analysis; (as requested)</i> Number of Program Delivery Complaints Filed.</p>			

CREC FY 2006 Operational Plan Quarterly Progress Update

Activity: Information and Communication and Compliance

Owner: Myra Young

Goal to be achieved at the end of FY 2006: To actively prevent complaints by providing focused quality information to APHIS headquarters and field managers, supervisors and employees.

Quarterly Goals <i>(specific things to be achieved to reach the end goal for FY 2006)</i>		Actions/Output	Schedule status	Budget Status
Q1	Manage and Coordinate Civil Rights Information Academies Plan an Executive Administrator's Training Session 1 st quarter CREC Quarterly Civil Rights Update; Schedule three (3) CRIAs during FY 2006; 1 st quarter update of the CREC Webpage; Provide support to the HR Division (FAHRM).	Published Civil Rights Update. Emailed copies of the Update to all users of Lotus Notes. Planned an Executive Administrator's Training Session to be held in Ft. Collins. CRIA's briefings are under consideration for LPA and VS Headquarters. Updating of the webpage is in progress. To be completed during the 2 nd Quarter.	G	G
Q2	Plan Administrator's Training Session in Western Region/ Ft. Collins; 2 nd quarter CREC Quarterly Update.	Planned the Administrator's training session in the Western Region. Flyers distributed to all employees in the Western Region. Published 2 nd Quarter CREC Update. Emailed copies of the Update to all users of Lotus Notes. A Special Edition on reprisal was written and is under review.	G	G

CREC FY 2006 Operational Plan Quarterly Progress Update

	2 nd quarter Update of he CREC Webpage;	CREC webpage has been updated. New webpage was loaded into the test site. Content audit was conducted for web migration project.	G	G
Q3	<p>Schedule a CRIA Session. Manage and Prepare the CREC Quarterly Civil Rights Update;</p> <p>3rd quarter Update of the CREC Webpage;</p> <p>3rd quarter CREC Quarterly Update.</p>	<p>CREC provided the following briefings: Jumpstart, 4/12 FAHRM, Nashville TN, 6/6-8 CREC facilitated the Administrator's Civil Rights Training, Western Region in Ft. Collins, CO; 5/22-24.</p> <p>The 3rd quarter Civil Rights Update publication is being modified to add new feature articles.</p> <p>CREC Web Site updated to meet criteria established by the Web Migration Team, and materials are currently posted and on-line.</p>	G	G
Q4	<p>Schedule a CRIA Session. Manage and prepare the CREC Quarterly Civil Rights Update Provide support to the HR Division (<i>FAHRM</i>). 4th quarter update of the CREC webpage 4th Quarter CREC Quarterly Update</p>			

CREC FY 2006 Operational Plan Quarterly Progress Update

Activity: Special Emphasis and EEO Advisory Management and Compliance

Owner : Njeri Mwalimu

Goal to be achieved at the end of FY 2006: To implement and maintain special emphasis programs that are in compliance with established EEOC and USDA guidelines and regulations.

Quarterly Goals <i>(specific things to be achieved to reach the end goal for FY 2006)</i>		Actions/Output	Schedule status	Budget status
Q1	<p>Plan annual Special Observance Programs;</p> <p>Provide technical assistance to managers, supervisors, and collateral duty officials;</p>	<p>Sponsored three (3) Special Observances:</p> <ul style="list-style-type: none"> -Hispanic Heritage Month 10/4/05 -Disability Employment Awareness Month 10/20/05 -Native American Heritage Month 11/9/05 -Native American Museum Tour 11/16/05 <p>Ongoing technical assistance provided.</p> <ul style="list-style-type: none"> -National SEPMs continue to provide assistance and guidance to managers through numerous emails, calls, and other means of correspondence. Nationals SEPMs are in contact with the Department and distribute information to managers. Items that have been completed to offer additional assistance: APHIS EEO Advisory Committee Directory and the 2006 Special Observance Calendar. Additional documents have been provided to be available on the CREC website. 	G	G

CREC FY 2006 Operational Plan Quarterly Progress Update

	Monitor the participation of designated individuals on various committees;	Monitor participation of committees -To better serve the Advisory Committees and offer assistance and guidance, a schedule of all meetings is being compiled for the year with copies of the minutes to track progress of the programs.	G	G
Q2	<p>Distribute mid year statistical analyses;</p> <p>Develop an EEO plan to eliminate barriers that impede the progress of women, minorities, and disabled individuals;</p> <p>Monitor the participation of designated individuals on various committees;</p> <p>Schedule quarterly headquarters SEPM meetings.</p>	<p>Collecting and analyzing data. Final report distributed to APHIS managers and EEO collateral duty officials.</p> <p>EEO Plans to eliminate barriers of disabled individuals were completed on 3/29/06.</p> <p>Participation of the APHIS SEPM's is monitored by monthly meetings and updates are given on each group.</p> <p>The National SEPM's send follow-up emails messages, periodic telephone calls are made, correspondence and various EEO reports and information is sent to the field and headquarters managers. A total of 13 meetings were held.</p>	G	G
Q3	Provide technical assistance to managers, and committee members;	APHIS sponsored a National EEO Advisory Committee Meeting June 13-14, 2006, in Riverdale, MD. The purpose of this meeting was to update the committees on Civil Rights program rules, regulations, and procedures of the Advisory Committees.	G	G

CREC FY 2006 Operational Plan Quarterly Progress Update

	<p>Schedule quarterly headquarters meetings;</p> <p>Monitor the participation of designated individuals on various committees; Plan annual Special Observance Programs.</p>	<p>Headquarters National Meetings April 12, 2006 June 28, 2006 Other SEPM Meetings include: Federal Women's Program – 1 African American Program – 2 Asian American Pacific Islander – 1 Hispanic Employment Program – 7 Native American Program – 1 Disability Employment Program - 1 Total Meetings – 15</p> <p>Participation of the APHIS SEPM's is monitored by monthly meetings and updates are given on each group.</p> <p>APHIS sponsored (1) Special Observance:</p> <p>Asian American Pacific Islander Month (May)</p>	G	G
Q4	<p>Distribute end of year statistical analyses; Monitor the participation of designated individuals on various committees; Provide technical assistance to managers and committee members.</p>			